

STATE OF WASHINGTON  
DEPARTMENT OF NATURAL RESOURCES  
DOUG SUTHERLAND, **Commissioner of Public Lands**

**APPLICATION FOR AUTHORIZATION TO USE STATE-OWNED AQUATIC LANDS FOR  
CONSERVATION ACTIVITIES**

NO WORK CAN BE STARTED ON THE PROJECT AREA UNTIL A USE AUTHORIZATION  
HAS BEEN GRANTED BY THE DEPARTMENT OF NATURAL RESOURCES

**I. SUBMISSION OF APPLICATION**

Enclose a \$25.00 non-refundable application processing fee with the application. (**This fee is not required for local, state, and other government agencies**). This application form will be reviewed by the Department of Natural Resources upon receipt at the address given below. Applicants will be notified in writing if the application will be accepted for further review. However, this application may be rejected at any time before signed execution of a use authorization.

Please send the completed application form to your region land manager at:

Department of Natural Resources  
[Region/District Address]

**II. APPLICANT INFORMATION**

Date of Application:

Authorization to be Issued To (how name is to appear in the lease document):

Applicant's Representative / Site Manager:

Relationship to Applicant:

Address:	City:	State:	Zip Code:
Telephone:	Fax:	E-Mail:	

**FOR OFFICIAL USE ONLY**     *Support:* Application Fee Received ☐     Date: \_\_\_\_\_  
*Land Manager:*     ☐ New Application;     ☐ Renewal Application;     Land Manager Initials \_\_\_\_\_  
                         ☐ Lease     ☐ License  
*Land Records:* New Application Number \_\_\_\_\_; Trust \_\_\_\_\_; County \_\_\_\_\_; AQR Plate No. \_\_\_\_\_

<b>II. <u>APPLICANT INFORMATION</u> continued</b>			
Which of the following applies to Applicant ( <b>Check One</b> and <b>Attach written authority to sign</b> - bylaws, power of attorney, etc):			
For-Profit Corporation <input type="checkbox"/> State of Registration:	Limited Partnership <input type="checkbox"/> State of Registration:	General Partnership <input type="checkbox"/> State of Registration:	
Sole Proprietorship <input type="checkbox"/>	Marital Community <input type="checkbox"/> Spouses Name:	Government Agency <input type="checkbox"/> Agency Title:	
Non-profit Corporation <input type="checkbox"/> State of Registration:	Community/Homeowner Association <input type="checkbox"/> Association Name:	Other <input type="checkbox"/> Please Explain:	
Department of Revenue Tax *Registration Number (Unified Business Identifier) is <b>required</b> :			
Has the site use been authorized before or is it currently under lease? <b>Yes</b> <input type="checkbox"/> Lease Number:			
<b>No</b> <input type="checkbox"/> <b>Don't Know</b> <input type="checkbox"/>			

<b>III. LOCATION</b> In addition to the following information, submit preliminary maps and drawings containing the information required for Exhibit A in "Requirements for Records of Survey for Lease and Easements" (see page 7 of this document). US Army Corps of Engineers' or Shoreline Management permit drawings may be used as the basis for the preliminary maps provided they contain the information required for Exhibit A. (Before the lease is approved, exhibits must conform to all the requirements stated.) In accordance with the requirements for Exhibit A, an application for a conservation license does not require a full survey, GPS coordinates, a full legal description, or similar precise location. A legal property survey, including the legal description and other information about the property is <b><u>required</u></b> to obtain a lease or easement. WA DNR survey requirements are attached to this form. The survey plat will be attached to the lease/easement as Exhibit A.			
<b>NOTE: DO NOT HAVE A SURVEY CONDUCTED UNTIL YOU HAVE BEEN NOTIFIED IN WRITING THAT THE APPLICATION HAS BEEN ACCEPTED FOR PROCESSING.</b>			
The Body of Water on which the site is located:	County in which the site is located:		Government Lot:
	Section:		Township:
	Range:		E <input type="checkbox"/> or W <input type="checkbox"/>
Physical description of Project Area (For example, Marsh, Tideflat adjacent to the Chehalis River, etc.):			
Name of Owner(s) of Uplands, Shorelands, and/or Tidelands shoreward and adjacent to the Property:			
Address:	City:	State:	Zip Code:
Phone Number:	Fax Number		E-mail:

County Parcel No(s). for adjacent properties, upland, and/or adjacent tideland properties:

**Note:** Except for property located within established Harbor Areas, proof of ownership, or authorization to use privately owned, adjacent tideland, shoreland, or upland property is required. If the applicant is the owner of the adjacent land, attach a copy of the deed. If the applicant is not the owner, provide authorization to use the property and a waiver of preference rights, as applicable.

#### **IV. CURRENT USE OF PROPERTY & EXISTING IMPROVEMENTS**

Physical improvements are structures placed on the land that cannot be removed without damage to the land.

Examples of such structures include: pilings, dolphins, piers, wharves, piling-supported buildings, structures built on fill or concrete foundations, buried pipelines and cables, and support structures for bridges.

What are the current and past uses of the site?

Are there structures currently on the site? (Photos may be required.) ☐

If yes, please describe their condition and provide ownership information:

Which, if any, of the structures will be removed, remodeled, or reconstructed?

Is there evidence of any contamination of the site by toxic or hazardous substances, or of past uses or practices that might have lead to contamination by such substances? **Yes** ☐ **No** ☐ **Don't Know** ☐

If so, please explain:

Is there evidence that any fill material has been placed on the property in question? **Yes** ☐ **No** ☐ **Don't Know** ☐

If yes, please explain:

#### **VI. Conservation Plan**

In addition to the following information, provide a draft narrative containing information necessary to satisfy Exhibit B "Conservation Plan". The questions below will assist in the development of the Conservation Plan and address monitoring and maintenance activities for the project. Please attach any reference material that supports this project application. (Questions adapted from Salmon Recovery Funding Board, Estuarine/Nearshore Marine Application Forms, February, 2004)

Describe the Project Goal. Also include primary objectives and explain how achieving the objectives will address and help achieve the goal.

Describe the project design and how it will be implemented. Also describe the consequences of not conducting this project at this time, including the current level and imminence of risk to habitat.

List and describe the major tasks and schedule of development, by year referenced to the site plan. Please include information regarding the following: use of chemicals, antibiotics, hazardous materials, etc., to be introduced into the water; waste discharges; tending operations; methods of predator control; sources of stock, and anticipated production levels.

Describe other approaches and opportunities that were considered to achieve the project's objectives.
Briefly describe the geographic setting of the project (main stem, estuary, shoreline, marine, etc.) and the species and or habitat affected.
Describe the landscape context of the project, i.e., scale and size of the project, connectivity in relation to surrounding habitats, and the complexity of existing vs. restored habitats.
List the individuals and methods used to identify the project and its location.
List the location of any publicly owned sites to be used as support facilities, including boat access.
List project partners, including volunteers, and briefly outline their role and contribution to the project.
Describe how the project will contribute to the understanding of the ecosystem and related restoration, enhancement, preservation, and where appropriate, creation.
Provide the performance measures associated with the project. Every conservation action must have explicit performance measures that directly relate to the goals of the project, i.e., growth rates or survival of salmon, sedimentation rates, change in recruitment of large wood, and change in the amount of specific habitat type(s).
Describe the long-term stewardship and maintenance obligations of the project. Projects should be consistent with habitat forming processes in the watershed, requiring reduced up-keep and long-term maintenance over time. Include monitoring objectives, activities, and timeline.
Include an adaptive management type of approach that provides some level of contingency planning. Explain how you will address these constraints.

<p><b><u>VII. Compatibility with Adjacent Land and Water Uses</u></b></p> <p>The department wants to ensure that the proposed project will be compatible with other existing and potential uses of aquatic lands and with adjacent upland uses. Compatibility will be evaluated in detail through the shoreline permitting and SEPA review process. For the purposes of this application, provide the following information:</p>
State the distance from the closest shore at Mean Lower Low Water.
Describe the character and density of development within view of the site.
<p>In regards to public access:</p> <ol style="list-style-type: none"> <li>What public recreation use is currently made of state-owned aquatic lands at the site, on adjacent tidelands, and within one-quarter mile of the site (local parks and recreation plans, local Shoreline Management Master Program)?</li> <li>How will the proposed development impact the above uses?</li> </ol>
<p>In regards to navigation:</p> <ol style="list-style-type: none"> <li>What recreational or commercial navigational use is there of the project site (navigation charts, US Coast Guard, local Shoreline Management Master Program)?</li> <li>How will the proposed development impact the above uses?</li> </ol>

### **VIII. Management Capability**

To ensure that the conservation partner has the financial and technical resources to have a reasonable chance of success over the term of the use authorization, provide the following proprietary information. This information will remain confidential and should be submitted as an appendix to the main proposal.

Identify the staff, consultants, and subcontractors that will be designing and implementing the elements of the project including their names, qualifications, roles and responsibilities. If not yet known, describe the selection process.

State the amount, timing, and source of capital investments and operating expenses required for the project. If other than your own funds are to be used, submit a statement of financial backing, such as a letter from a grantor, demonstrating the availability of the funds.

If a lender will be involved, state whether it will be taking a security interest in the leasehold.

**IX. LOCAL, STATE, AND FEDERAL REGULATORY PERMITS** Copies of all Government Regulatory Permits, or Permit Waivers Are Required Before Issuance of a DNR Use Authorization. Your project may require all or some of the following.

**Please include the following permit applications, permits, or waivers with the application:**

**JARPA (Joint Aquatic Resource Permit Application)** - This one form is used to apply for all of the following individual permits:

1. **Section 10 Permit** (Required by the US Army Corps of Engineers for any work in or affecting navigable waters, e.g., floats, docks, piers, dredging, pilings, bridges, overhead power lines.)
2. **Shoreline Substantial Development, Conditional Use, Variance Permit or Exemption** (Issued by Local Government, and is required for work or activity in the 100 year flood plain, or within 200 feet of the Ordinary High Water mark of certain waters; and which included any one of the following: dumping, drilling, dredging, filing, placement or alteration of structures or any activity which substantially interferes with normal public use of the waters.)
3. **Hydraulic Project Approval** (Required by the Department of Fish and Wildlife if the project includes work that will use, divert, obstruct, or change the natural flow or bed of any fresh or salt water of the state.)
4. **Section 404 Permit** (Required by the US Army Corps of Engineers if your project will discharge or excavate any dredged or fill material waterward of the Ordinary High Water mark or the Mean Higher High Tide Line in tidal areas.)
5. **Section 401 Water Quality Certification** (Required by the Department of Ecology if a Section 404 permit is required.)

**NPDES (National Pollutant Discharge Elimination System Permit)** - Required by the Department of Ecology under delegated authority from the Federal Environmental Protection Agency for projects that include the discharge of fluid on or into surface water.

**SEPA (State Environmental Policy Act) Checklist and Environmental Assessments** - When you submit a permit application to any agency, if the project is not exempt, the lead agency will ask you to fill out an environmental checklist. Based on checklist answers and the reviewers knowledge of the project site, agency personnel will determine the types of impacts the project may have on the environment. The agency assessments may be the following forms: Determination of Nonsignificance, Determination of Significance, scoping documents, draft or final Environmental Impact Statements (EIS) or others prepared for the purpose of compliance.

**Describe any habitat mitigation required** by any of the permitting agencies identified above and identify where such mitigation is proposed to occur:

**All answers and statements are true and correct to the best of my knowledge.**

Applicant Name (please print):	Title:	
Applicant or Authorized Signature:		Date:

***STATE OF WASHINGTON DEPARTMENT OF NATURAL RESOURCES***  
**REQUIREMENTS FOR RECORDS OF SURVEY FOR LEASES AND EASEMENTS**

**Records of Survey are required for easements and leases granted by the department for:**

- County roads
- Highways
- Easements across high value lands
- Easements across transition lands
- Utilities
- Upland leases
- Communication sites
- Other grants as determined by the department based upon site specific considerations
- Drainage or irrigation easements
- Railroads
- Aquatic land uses: exemptions are provided for recreational docks and mooring buoys per RCW 79.90.105 and for those permits issued as a Right of Entry

**The applicant is responsible for:**

- All costs and work associated with creating, submitting, revising and recording the Record of Survey
- Submitting a preliminary Record of Survey for review and approval by the department prior to approval of the agreement.
- Recording the final Record of Survey with the county auditor's office.
- Submitting a digital copy in AutoCAD.DWG or DXF (drawing exchange format) of the final survey.
- Submitting two full size copies and one 8 ½ X 11" copy and of the recorded survey including the auditor's recording information to the department.

### **A Record of Survey must:**

1. **Be produced by a licensed surveyor.**
2. **Meet the requirements of Title 58 RCW and Chapter 332-130 WAC.**
3. Include the name of the applicant, the purpose of the easement or lease and the DNR easement or lease number.
4. Clearly show easement or lease boundaries with distances and directions of all boundary lines.
5. Show the easement or lease area to an accuracy of ( $\pm$ ) 0.5% of the total area or ( $\pm$ ) 10 square feet, whichever is greater.
6. **(Not required for aquatic lands lease across the bed of Puget Sound or the Pacific Ocean)** Indicate the acreage encompassed by the lease or easement within each quarter-quarter section or government lot.
7. Show distances and directions from two or more controlling corners of a recorded subdivision, recorded survey or government survey (GLO) corners.
8. Be related by meridian and coordinate to the Washington Coordinate System NAD'83(1991) by closed ties to NGS Control monuments, or the extension thereof. The designation of the control stations used shall appear on the plat.
9. Include a narrative legal description describing the servient estate (grantor's parcel) on the Record of Survey.
10. Show a detailed plan of improvements to be constructed or already existing on the easement or lease area. All improvements must be shown in sufficient detail to determine what they are used for and to ensure they are entirely within the easement area.
11. Show the location of any proposed utility.
12. **(linear lease or easement)** Show the lineal footage along the centerline.
13. **(linear lease or easement)** Show the complete alignment information and width including any necessary curve data.

### **A Record of Survey must (cont.):**

14. **(Easements or leases crossing a section line or state ownership boundary, not required for aquatic lands lease across the bed of Puget Sound or the Pacific Ocean)** Provide ties to the centerline of an easement along the section or subdivision line from the nearest appropriate Public Land Survey System (PLSS) section corner, quarter section or subdivision corner, where the easement enters and leaves the section or state ownership.
15. **(Easements or leases falling entirely within one section and not crossing a section line or state ownership boundary)** Provide ties from both end points of the linear easement to PLSS corners or other subdivision corners shall be provided.
16. **(A lease which encroaches on a previously leased site)** Show the boundary for the senior lease in the vicinity of the proposed lease shall also be shown, together with ties between the two leases sufficient to determine the full extent of the encroachments.

### **Additional Requirements for Communication Site Leases**

17. Show ties to the corners of previously monumented communication sites adjacent to, or in the immediate vicinity of the proposed communication site.
18. Show access to the site.
19. Mark the corners of the communication site, as described and granted, with substantial permanent magnetically locatable monuments. The monuments shall be in place and obviously marked on the ground after the construction of installations and improvements.
20. Show the center of any communication site tower by Washington Plane Coordinates, NAD83 (1991), or latitude and longitude having an accuracy of and showing 3 decimals of a second.
21. On all communication sites where towers or beam paths are shown, an elevation is required at the base of the tower.

22. Show the tower height, and the height of the antenna or microwave dish and any beam path used shall have the diameter and tilt thereof shown.
23. The elevation shall be derived from an established benchmark in the vicinity of the site, or an elevation designated by the Department of Natural Resources.

#### **Additional Requirements for Aquatic Land Uses**

24. The lease of aquatic lands is often subject to preference rights. Applicants and surveyors should carefully determine the direction, and show details of the proration of coves and irregular shoreline.
25. **(lease sites which contain existing or proposed structures and improvements that are classified as a non water-dependent or a water oriented use as described within RCW 79.90.465 and WAC 332-30-106)** Provide the square footage of each structure and improvement.
26. Where applicable, the survey of aquatic lands must show the location of the following lines for:
  - a. Tidal areas –Government meander line, the original and current locations of line of mean high tide, line of mean low tide, and line of extreme low tide. The survey must include the name of tidal bench mark(s) used or describe the alternate method employed for determining a Tidal Datum. **Lease areas which contain tidelands and bedlands** at a minimum must show the location of the line of extreme low tide crossing the lease area. **Lease areas containing bedlands exclusively** may be required to show the relationship to the line of extreme low tide and the -18 foot contour line only.



### **Additional Requirements for Aquatic Land Uses (cont.):**

- b. Lakes – Government meander line, line of ordinary high water (original ordinary high water if the lake has experienced artificial raising or lowering of the water level), and line of ordinary low water (include source of data) and line of navigability if established.
- c. Rivers - Line of ordinary high water and line of ordinary low water (include source of data) and line of navigability if established.
- d. Lots and blocks of platted tide lands or shore lands, inner and outer harbor lines, waterway lines, street boundaries, any local construction limit lines, any dredge or fill areas, and easements of record within the lease site.
- e. All lines must be shown in sufficient detail to compute and show the area of each area of State-owned bedlands, tidelands, shore lands, harbor area, or waterways included within the proposed lease site.

**Include any other data necessary for the complete understanding of the information shown on the survey. If, in the opinion of the department, such information is lacking, the survey may be rejected.**

### **Record of Survey Revisions:**

- 27. Any differences between the as-built road and the regulation plat must be reflected in a revised Record of Survey and recorded with the county by the applicant.
- 28. When any portion of the completed improvements are located outside of the granted lease site, the as-built locations must be reflected in a revised Record of Survey and legal description. In this instance, a new application for an amended lease site may be required if the as-built location creates adverse impacts. In the case of linear leases across the bed lands of the sound or the ocean, an as-built Record of Survey and a revised legal description of the linear lease must be provided.

### **Survey Information updated July 2002.**

**For additional information contact one of the following region offices:**

#### **Pacific-Cascade Region**

P.O. Box 280  
601 Bond Rd  
Castle Rock, WA 98611-0280  
360-577-2025  
TTY: 360-577-2025

#### **Northeast Region**

P.O. Box 190  
225 S Silke Rd  
Colville, WA 99114-0190  
360-684-7474  
TTY: 509-684-7474

#### **Olympic Region**

411 Tillicum Lane  
Forks, WA 98331-9797  
360-374-6131  
TTY: 360-374-2819

#### **Southeast Region**

713 Bowers Rd  
Ellensburg, WA 98926-9341  
509-925-8510  
TTY: 509-925-8527

#### **Northwest Region**

919 N Township St  
Sedro-Woolley, WA 98284-9333  
360-856-3500  
TTY: 360-856-1371

#### **South Puget Sound Region**

950 Farman Ave N  
Enumclaw, WA 98022-9282  
360-825-1631  
TTY: 360-825-6381